

## Technical Institute Continuing Program Reports – The Process

### Continuing Program Reporting Required by 24:10:42:24

1. Procedure. Each continuing program is subject to an internal review annually to gauge its performance over the prior three years in the areas of enrollment, retention, and placement and all others deemed important by the institute. The Division of Career & Technical Education will conduct a risk analysis of all programs in the areas of enrollment, retention, and placement. The director encourages the review of all programs internally each year using the criteria outlined in the continuing program process. Standards and performance levels will be established by DCTE and the technical institutes used to determine at risk programs. Summary data will be submitted annually by the technical institutes, and the Division of Career & Technical Education will conduct a risk analysis of all.
2. Reports. The director will review annual program continuation reports and the institute president's recommendation and plan of correction for a period of at least one year. After one year the director will review the progress towards the action plan goals and make a recommendation to the Board of Education to continue or not continue the program funding until such a time the programs risk level reaches acceptable levels or the program is discontinued.
3. Risk Assessment. Failure to meet one or more performance levels may result in a negative risk assessment and the director of the Division of Career & Technical Education may ask for a program review to be completed using the program continuation form. Falling below a benchmark is an indicator and does not mandate a high risk rating. DCTE utilizes three year historical documentation of performance indicators in assigning the risk level. A program must fall below at least two performance levels, or be systemically and significantly below a single benchmark, to be assessed as at the high risk level.
4. Performance Measures. The performance levels will be reviewed and approved annually by DCTE and the technical institutes. Continuing program performance levels will developed using Carl Perkins Final Agree Upon Performance Levels (FAUPL) as guidelines. Performance levels may be less than FAUPL benchmarks.
5. At Risk: Year One. A Continuing Program Report will be submitted each year a program is assessed to be at high risk. The first year a program is assessed at high risk, the technical institute president will review the program and in conjunction with the program's advisory board, approve a course of corrective action and steps as appropriate. The president may recommend the program no longer be funded. The president may also include any information on why the risk assessment should be changed and should specifically note in the report if they are challenging the risk assessment. If the risk level is adjusted, the new risk level will be reflected in the following year's report and the justification noted in assessments.
6. At Risk: Year Two. The second consecutive year a program is assessed at high risk, the technical institute president will submit a follow-up continuing program report, it will include a recommendation for the director of the DCTE. All proposed recommendations and corrective courses of action must be approved by the director. The Secretary of Education and the Board of Education will be provided a copy of the report and director's actions.
7. At Risk: Year Three. The third consecutive year a program is assessed as high risk, the director of DCTE will submit an updated continuing program report to the Secretary of Education and the Board of Education with his recommendations for the program. The recommendation may be to continue the program or discontinue the program. The director's recommendation will include parameters for reviewing and continuing approval of the program if the Secretary of Education and Board of Education approves continuing the program.



## Technical Institute Program Continuation Review

Required by Administration Rule 24:10:42:24

INSTITUTE: _____	
PROGRAM: _____	CONSECUTIVE YEARS UNDER REVIEW: _____
CAREER CLUSTER: _____	CIP CODE: _____
CURRICULUM APPROVING BODIES / DATE LAST APPROVED: _____	
_____	

Reporting Years	2014-2015	2015-2016	2016-2017
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<b>A. Enrollment</b>	_____	_____	_____
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Baseline: 12 students or 75% of capacity – Capacity for this program is: \_\_\_\_\_  
Corrective Action Taken:

<b>B. Retention</b>	_____	_____	_____
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Baseline: (80% FAUPL 3P1 2015-16 – 41.00% (32.00%)) Continuing Program Performance Level -  
Corrective Action Taken:

<b>C. Placement</b>	_____	_____	<b>NA</b>
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Baseline: (80% FAUPL 4P1 2015-2016 84.5%(60%)) Continuing Program Performance Level-  
Corrective Action Taken:

**D. Need for Program**

## **E. Program Portfolio**

- a. Number of current instructors (names and years on staff – include adjuncts/Subs):
- b. Graduates:
  - i. Total number
  - ii. Kind of jobs
  - iii. Earnings
  - iv. Companies served
- c. Advisory Board members:
- d. Typical program annual costs and typical program annual revenues. (3 yr history of costs(salaries/benefits/materials/equipment) and revenues(tuition/fees/grants/profits))
- e. Dual credit offered
- f. Other Resources available to the program:
  - i. Grants, partnerships, private support
- g. Program budgets costs for the last three years:

## **F. Advisory Board Endorsement:**

Does this program meet industry needs? Explain.

Are there other viable sources of technically skilled employees for this industry? Explain.

Should this program be continued? Explain.

**G. Recommendations**

**Institute President's comments and recommendation:**

**Recommend continuing this program.    Yes \_\_\_\_\_ No \_\_\_\_\_**

**We have reviewed this instrument and are in agreement.**

\_\_\_\_\_  
Instructor Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Advisory Committee Member

\_\_\_\_\_  
Date

\_\_\_\_\_  
Institute President

\_\_\_\_\_  
Date

\_\_\_\_\_  
Director DCTE

\_\_\_\_\_  
Date

**24:10:42:24. Application of continuing programs.** An application for a continuing postsecondary program must be submitted to the director of the Office of Career and Technical Education for approval whenever a program's risk profile warrants such review. A program's risk is compiled by analysis of the program's enrollment, retention, and placement over a period of at least three years. A local program advisory board or council endorsement is required on programs not holding national, state, regional, or industry accreditation or certification specific to the degree being awarded. The director shall place high risk programs on a plan of correction for a minimum of one year and shall review the program before approving funding each year until the program is discontinued or deemed of acceptable risk.